

30 December 1982

MEMORANDUM FOR: Deputy Director, Office of External Affairs
THROUGH: OEXA Administrative Officer
FROM: Charles E. Wilson
Chief, Public Affairs Division
SUBJECT: OEXA Records Management

1. Action Requested: Transfer primary PAD records management responsibility to OEXA Registry.

2. Background: Since PA ceased to exist as an Independent Office and became a Division in OEXA, PAD has nevertheless retained a Records Management Officer (RMO) and primary responsibility for this function. Since this is normally a Registry function, we are probably overdue in transferring it. I understand the OEXA Registry is already RMO for LLD.

It seems to me that in a perfect world PAD would retain day-to-day maintenance of its decentralized files, but the Registry would assume responsibility for such things as reporting annual volume surveys, maintaining file retirement schedules, file renumbering projects, and the like.

3. Recommendation: Request OEXA Administrative Officer's assistance in establishing the Chief, OEXA Registry as RMO for all of OEXA and in transferring PAD's responsibility. We are prepared to assist in any way we can. PAD project officer is

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Charles E. Wilson

APPROVED:

for /s/
Director, Office of External Affairs

3 JAN 1983

(Date)

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